

WEAPONS IN SCHOOL POLICY

Weapons Policy – Hull Public Schools Wide

It is the policy of the School Hull Public Schools to maintain a positive, safe, secure learning and working environment, the Hull Public Schools takes the position of no tolerance for weapons in our schools or in any other school sponsored activity. All weapons or instruments that have the appearance of a weapon or is used in potentially dangerous or threatening manner are prohibited within all school environments, an at any school sponsored activity except for educational purposes as authorized in advance by the building Principal or designee, or as provided by Massachusetts Statute governing licensed peace officers.

Students and non-students, including adults and visiting youths, are forbidden to possess a weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school owned, leased or controlled buildings and grounds, all school owned, leased, or contracted vehicles and applies at any school sponsored event. This prohibition also applies to any vehicle brought to school grounds or school related events.

Definitions

- A. Weapon is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which is used in potentially dangerous or threatening manner to inflict harm or injury including but not limited to:
1. All firearms, whether loaded or unloaded;
 2. Other guns of all types including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others;
 3. Knives, switch blades or automatically opening blades, daggers, swords, straight razors;
 4. Artificial knuckles or other objects designed to be worn over the fist or knuckles;
 5. Blackjacks, clubs, numchucks, throwing stars;
 6. Explosives, incendiary devices;
 7. Poisons, chemicals, or substances capable of causing bodily harm;
 8. Bow and arrows, sling shots;
 9. Laser Pointers;
 10. Any other device or instrument that is used or may be used to intimidate, threaten or inflict harm or injury (as defined in Section 921 of Title 18 of the United states Code.)
 11. Mace may be considered a weapon under this Policy. If the student's parents make special arrangements with the building Principal for the student to check the mace into the school office upon arrival and to check the mace out of the school office upon leaving for the day, students may be allowed to carry mace under limited circumstances. Employees may make similar arrangements with the building Principal or supervisor.

- B. Possession means having a weapon on one's person or in an area in one's control, which includes the student's vehicle, desk, or locker, and includes the handling, transmission and use or threat of use of a weapon. If a student discovers that he or she has accidentally brought a weapon to school and immediately takes the weapon to the Principal's office, the student shall not be considered in possession of a weapon. If a student realizes that he or she has brought a weapon to school that is in a vehicle on school grounds, and the student shall inform the Principal or other staff person immediately, the student will not be considered to be in possession of a weapon. If a student finds a weapon on school grounds, the student shall inform the Principal or other staff person immediately and will not be deemed to be in possession of a weapon.
- C. Zero tolerance means the Hull Public Schools strictly prohibits weapons on school grounds and will take immediate disciplinary action with respect to those who violate this Policy. The Hull Public Schools takes a position of zero tolerance on the possession, handling, transmittal, storage, or use of any weapon or object that may be used as a weapon on school grounds or at school related events.

Consequences for Violation of this Policy by Students

- A. Firearms Possession - A student who possesses a firearm as defined by federal law will be recommended for expulsion for at least one year pursuant to Massachusetts's statute. Pursuant to Massachusetts's law, the School Committee may modify this requirement of expulsion through an appeal process, on a case-by-case basis.
- B. Possession of Other Weapons - The following consequences may be invoked at the discretion of the Principal including but not limited to:
 - 1. Confiscation of the weapon;
 - 2. Notification and involvement of Police or Police Liaison;
 - 3. Notification of Parent/Guardian;
 - 4. Suspension, expulsion, exclusion of student pursuant to the Pupil Fair Dismissal Act and federal and state statutes applicable to disabled students;
 - 5. Dismissal of student from a specific class or classes;
 - 6. State mandated reporting of instance; and/or
 - 7. Other actions as determined appropriate by the Principal and approved by Superintendent or designee.

Consequences for Violation of this Policy by Other Youths and Adults Including Employees

The following consequences may be invoked at the discretion of the Hull Public Schools including but not limited to:

- 1. Immediate police involvement;
- 2. Employees may also be subject to Hull Public Schools investigation and application of relevant Hull Public Schools policies and disciplinary procedures; or
- 3. Any further action appropriate to protect the safety of students, staff, others and Hull Public Schools property.

Authorized Instructional and Work Related Equipment and Tools

While this Policy represents a zero tolerance position on weapons and/or look-alike weapons, it is not meant to interfere with instruction or use of appropriate equipment and tools by employees and students. Such equipment when properly used and stored shall not be considered a weapon for purposes of this Policy. However, when authorized instructional and work equipment and tools are used in potentially dangerous or threatening manner, the guidelines and consequences of this Policy will take effect.

LEGAL REF: M.G.L. 71:37H & 71:37L
Federal Gun-Free Schools Act (P.L. 103 382) (GFSA)
The Youth Handgun Safety Act (Title XI, Subtitle B) (P.L. 103 322)

CROSS REF: Student Handbooks
ADD

First Reading: May 2002
Second Reading: June 2002
Adoption: August 2002
Proposed Reconsideration: August 2007

Hull Public Schools

AVAILABILITY OF IN-SCHOOL PROGRAM FOR PREGNANT STUDENTS

1. Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy. They will receive all educational services and will have access to all programs, extracurricular activities and supports.
2. After giving birth, pregnant students are permitted to return to the same academic extracurricular program as before the leave.
3. The district does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.
4. Every effort will be made to support pregnant students, that their return to school after delivery is highly encouraged, and that every opportunity to complete high school is provided.

LEGAL REF: Title IX: 20 U.S.C. 1681; 34 CFR 106.40(b)

Original adoption: January 22, 2007
First Reading 2009 revision: January 12, 2009
Second Reading: January 26, 2009
Adoption: February 9, 2009
Proposed Reconsideration: February, 2014

Hull Public Schools

INTERROGATIONS AND SEARCHES

It is the policy of the Hull Public Schools to cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, the Hull Public Schools have the responsibility to parents for the welfare of the students while they are in the care of the school. To carry out this responsibility Hull Public School officials should observe the following:

1. A student may not be interrogated on school premises by any authority without the knowledge of the school official;
2. Any interrogation must be done in private, whenever possible, with an official school representative present;
3. A student may not be released into the custody of persons other than parent or legal guardian, unless placed in custody by legal authority;
4. If a student is removed from the school by legal authority, parents should be notified of this action by school officials as soon as possible;
5. School officials have the right to search a student's locker and to confiscate any drug or material that may be illegal or harmful; and
6. Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the Hull Public Schools to provide an atmosphere conducive to the educational process.

The school administration retains control over lockers loaned to students, and regulates admission and parking of automobiles on school grounds. The administration therefore has the right and duty to inspect and search students' lockers as well as student and non-student automobiles, if the administration reasonably suspects, upon information received from law enforcement officials or other sources, that drugs, weapons, dangerous illegal or prohibited matter, or goods stolen from school or from members of the staff or student body, are likely to be found therein. The administration also has the right and duty to search a student's person or belongings if there is a high degree of suspicion that drugs, weapons, dangerous illegal or prohibited matter, or such stolen goods, are likely to be found on the student's person or belongings, in exercise of the school's duty to enforce school discipline and to protect the health and safety of the student and /or student body. The items of such search may be turned over to law enforcement officials for inspection or examination and may be the subject of criminal or juvenile court prosecution, or of school disciplinary proceedings.

Note: Please be aware that Hull Public Schools is working very closely with the Hull Police Department to keep Hull High School safe and drug-free. Parents and students are reminded that Hull Public Schools will request that the Hull Police Department, and trained animals, conduct a search when deemed necessary to ensure the safety of Hull High School students. Students and parents are also reminded that a person, person's personal belongings, and automobile/bicycle/other form of transportation are subject to search when there is reasonable suspicion that the student is in possession of drugs, weapons, contraband, or if there is reason to believe that he/she has violated or is violating the law or school rules.

Original adoption: January, 2007

First reading 2010 revision: June 21, 2010

Second reading: June 21, 2010

Adoption: June 21, 2010

Proposed reconsideration: June, 2015

Hull Public Schools

STUDENT COMPLAINTS AND GRIEVANCES

The School Committee recognizes that there may be conditions in the Hull Public Schools that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the Hull Public Schools will be continued. Students (and their parents and/or guardians) who believe that the students have received unfair treatment in the form of a suspension of more than 10 consecutive days will have the right to appeal. School officials in conducting hearings and reviews of student grievances will follow any applicable provisions of the Massachusetts General Laws or federal law. In general, appeals procedures will begin with the authority imposing the penalty (for example, Principal or teacher) and may ultimately be referred to the Superintendent.

LEGAL REF: M.G.L. 76:17

CROSS REF: Student Handbook

Original adoption: January 22, 2007
First Reading 2008 revision: November 10, 2008
Second Reading: November 24, 2008
Adoption: December 8, 2008
Proposed Reconsideration: December, 2013

Hull Public Schools

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

The School Committee believes that student activities are a vital part of the total educational program and should be used as a means for developing wholesome attitudes and good human relations and knowledge and skills. Therefore, the Hull Public Schools will provide a broad and balanced program of activities geared to the various ages, interests, and needs of students.

The following will serve as guides in the organization of student activities:

1. The schools will observe a complimentary relationship to the home and community, planning activities with due regard for the widespread and rich facilities already available to students;
2. The assistance of parents in planning activity programs will be encouraged;
3. The goal for each student will be a balanced program of appropriate academic studies and activities to be determined by the school, the parents, and the student. This should be a shared responsibility;
4. Guidance will be offered to encourage participation of all students in appropriate activities and to prevent over-emphasis on extracurricular activities at the cost of academic performance; and
5. All activities will be supervised; all clubs and groups will have a faculty advisor.

LEGAL REF: M.G.L. 71:47
603 CMR 26:06

Original adoption: January 18, 1996
First Reading 2006 revision: December 11, 2006
Second Reading: January 8, 2007
Adoption: January 22, 2007
Proposed Reconsideration: January, 2012

Hull Public Schools

CO-CURRICULA AND EXTRACURRICULAR ACTIVITIES

1. Advantages and privileges of public schools include all extracurricular activities made available, sponsored or supervised by any public school. No school shall sponsor or participate in the organization of outside extra-curricular activities conducted at such school that restrict students participation on the basis of race, color, sex, religion or national origin. 603 CMR 26.06(1) does not prohibit School Committees from allowing use of school premises by independent groups with restrictive membership.
2. No student shall be denied the opportunity in any implied or explicit manner to participate in an extra-curricular activity because of the race, color, sex, religion or national origin of the student except as provided in 603 CMR 26.06(7).
3. Each School Committee shall provide a fair distribution of athletic expenditures. Each school within such system shall provide equal opportunity for male and female students to participate in intramural and interscholastic sports. Factors considered in determining equal opportunity shall include budgetary allocations, the proportion of male and female students in the student body, the number and nature of activities offered, levels of competition, equipment (including rate of replacement), supplies, awards, uniforms, facilities, scheduling of games and practice times, travel opportunities and allowances, opportunities to receive equitable coaching and instruction at each level of competition and the availability of services such as medical and insurance coverage, publicity, clerical and administrative staff, scouting services and audio-visual aids.
4. In developing its athletic program, a school shall be required to demonstrate good faith by taking into account determined student interest.
5. In order to insure fair distribution of athletic expenditures as defined in 603 CMR 26.06(4), each school shall indicate in the budget that is reviewed by the School Committee the anticipated expenditure for each interscholastic and intramural athletic activity and the anticipated student participation in the activity by number and sex.
6. A school may establish separate teams for males and females for interscholastic and intramural compensation in a particular sport, provided that the requirements of 603 CMR 26.06(8) are satisfied.
7. Teams comprised primarily or solely of persons of one sex shall be granted equal instruction, training, coaching, access to available facilities, equipment and opportunities to practice and complete as teams engaged in a similar activity comprised primarily or solely of persons of the opposite sex.
8. Each school shall actively encourage participation in extra-curricular activities for both boys and girls and for racial and ethnic minorities. When offering extra-curricular programs, schools shall take into consideration the ethnic traditions of the student body. Criteria not related to skill levels which act to exclude members of one sex of any racial, religious, or ethnic group represented in the school from participation in specific athletic or other extra-curricular activities cannot be permitted.

LEGAL REF: M.G.L. 71:47; 603 CMR 26.06

CROSS REF: Student Handbook

Original adoption: January 1996

First Reading 2006 revision: December 11, 2006

Second Reading: January 8, 2007

Adoption: January 22, 2007

Proposed Reconsideration: January, 2012

Hull Public Schools

STUDENT ORGANIZATIONS

Student Organizations – All Schools

Student organizations in the Hull Public Schools shall be encouraged when they meet the criteria of contributing to student self-esteem and performance and should operate within the framework of state statutes, Hull Public Schools policies, and administrative procedures.

Each building Principal shall develop general guidelines for the establishment and operation of student organizations within the particular school. Among other provisions, such guidelines shall require the approval of the Principal prior to the formation of any club or organization in the school and the assignment of at least one faculty or designated adult advisor to each approved student organization. Within such guidelines will be provisions for a periodic review of all student organizations.

The formation of any student organization that may engage in activities of a controversial nature shall require approval by the School Committee.

All student organizations shall be required to open membership to all interested and/or eligible students. Disruptive groups, secret societies, and/or gangs shall not receive recognition in any manner under this policy (see also JICF).

All forms of hazing in initiations shall be prohibited in a student organization. No initiation shall be held for a student organization that will bring criticism to the Hull Public Schools or be degrading to the student (see also JICFA).

The faculty or designated adult advisor must attend every meeting of the student organization whether conducted on school premises or at another location.

Student Organizations – Hull High School

In addition to the above requirements, all clubs or organizations at Hull High School level will relate to the subject matter covered by the curriculum. The Principal is responsible for determining that the purpose of a student organization is related to the curriculum. The Principal is authorized to deny requests by unauthorized student organization desiring to meet or form in Hull High School; the Principal shall inform the group of the reasons for the denial. The students and/or group may submit a written request to the Superintendent for review of the Principal's decision.

LEGAL REF: 603 CMR 26.06

Original adoption: January 18, 1996
First Reading 2006 revision: December 11, 2006
Second Reading: January 8, 2007
Adoption: January 22, 2007
Proposed Reconsideration: January, 2012

Hull Public Schools

STUDENT PERFORMANCES

Instructors are encouraged to arrange for individual students and groups to provide public performances when such performances contribute to educational process objectives and when they do not interfere with other scheduled activities or classes within the school, as follows:

1. All occasions involving students will be approved by the building Principal;
2. The extended use of one particular group will be discouraged;
3. Students participating in a performance will conduct themselves in a way as to bring credit to their school; and
4. Performances that are scheduled outside school hours are preferred.

Student organizations may participate in the activities of the Hull Public Schools and with patriotic and civic groups in the community upon the approval of the Principal.

Original adoption: January 1996

First Reading 2006 revision: December 11, 2006

Second Reading: January 8, 2007

Adoption: January 22, 2007

Proposed Reconsideration: January, 2012

Hull Public Schools

STUDENT FUND-RAISING ACTIVITIES

While the School Committee understands the need for fundraising, in general, the Committee discourages door-to-door solicitation in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances;
2. Sale of advertising space in school publications;
3. A fund-raising activity approved by the Superintendent; and
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided the building Principal and Superintendent have individually approved such proposals.

No money collections of any kind may be held in the Hull Public Schools without the specific consent of the Committee.

Original adoption: January 18, 1996
First Reading 2006 revision: December 11, 2006
Second Reading: January 8, 2007
Adoption: January 22, 2007
Proposed Reconsideration: January, 2012

Hull Public Schools

STUDENT ACTIVITIES FUNDS

Student activities funds may be raised and spent to promote the general welfare, education and morale of all students and shall finance authorized activities of student organizations and the Hull Public Schools.

Student activity funds are considered a part of the total fiscal operation of the Hull Public Schools, and therefore are subject to the policies and regulations established by the School Committee and the Office of the Superintendent. The funds shall be managed in accordance with sound business practices, including sound budgetary and accounting procedures as well as audits, in the same manner as other Hull Public Schools funds.

Authorized clubs, organizations and other extracurricular groups within the schools may use Hull Public Schools facilities and equipment for fund raising if such use does not create an additional direct cost to the Hull Public Schools or does not conflict with school use. If additional cost is incurred, the club or organization shall pay such cost. If permission to use Hull Public Schools facilities is granted, the building Principal will make that decision.

Original adoption: January 18, 1996
First Reading 2005 revision: November 1, 2005
Second Reading: November 8, 2005
Adoption: November 22, 2005
Proposed Reconsideration: November, 2010

Hull Public Schools

CONTESTS FOR STUDENTS

Contests for students that are not school sponsored may be permitted when the Principal and Superintendent judge that the contest fits into the overall instructional objectives of the school.

The following statements are to guide the administration in deciding if a contest is permitted:

1. The primary educational aims of the Hull Public Schools and the needs and interests of the pupils must be the first consideration at all times;
2. The Hull Public Schools shall not be used to promote private interests and causes that have not gained general approval as being for the public welfare;
3. The sponsor of the contest must be able and ready to assume all administrative and clerical burdens in connection with the activity, such as the preparation of information, or informative materials, reading and judging of essays, management and judging of debates, and awarding prizes to the winners;
4. The contest must be such that individual students are able to work out contributions by their own efforts;
5. The subject must not be commercial, controversial, sectarian, or concerned with propaganda. It must emphasize high moral standards, good citizenship, and intellectual competence;
6. The contest should not place an undue burden on students, teachers, or school or require frequent or lengthy absence of participants from school; and
7. The sponsor of the outside activity should submit his/her request to the Principal and/or Superintendent not less than six weeks before the time set to begin the activity, in order that adequate preparations and/or adjustments may be made in the school program.

Original adoption: January 1996

First Reading 2006 revision: December 11, 2006

Second Reading: January 8, 2007

Adoption: January 22, 2007

Proposed Reconsideration: January, 2012

Hull Public Schools

STUDENT ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in interscholastic sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. Students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities will be offered as an outgrowth of class instruction in physical education.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well-being of students and staff members who participate in these activities.

LEGAL REFS: M.G.L. 71:47; 71:54A
 603 CMR 26.06

CROSS REF: Hull High School Handbook Athletic Code

Original adoption: January 18, 1996
First Reading 2006 revision: December 11, 2006
Second Reading: January 8, 2007
Adoption: January 22, 2007
Proposed Reconsideration: January, 2012

Hull Public Schools

STUDENT ATHLETIC REGULATIONS

PLACE HOLDER IF DESIRE TO INCLUDE

REF: MIAA Website – www.miaa.net

CROSS REF: Hull High School Handbook Athletic Code

First Reading: December 11, 2006

Second Reading: January 8, 2007

Adoption: January 22, 2007

Proposed Reconsideration: January, 2012

Hull Public Schools

EXTRACURRICULAR ACTIVITY ELIGIBILITY

In order to be eligible to participate in any co-curricular activity, the student must have earned 26 credits toward graduation in the previous term, and have not received more than one (1) “F” in any course, in the previous term. Eligibility for fall co-curricular activity will be based on the last term grades of the previous year. An incomplete is considered to be an “F” grade, earning zero credits until the work is made up. Eligibility or ineligibility for co-curricular activities start the day the prior term report cards are mailed.

CROSS REF: Hull High School Handbook, Memorial School Handbook

SOURCE: Hull High School Handbook

Original Adoption: May, 2006
First reading 2010 revision: June 21, 2010
Second reading: June 21, 2010
Adoption: June 21, 2010
Proposed reconsideration: June, 2015

Hull Public Schools

STUDENT DISCIPLINE

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the School Committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the Hull Public Schools.

The implementation of the general rules of conduct is the responsibility of the Principal and the professional staff of the building. In order to do this, each school staff in the Hull Public Schools shall develop specific rules, not inconsistent with the law or in conflict with Hull Public Schools policy. These building rules shall be an extension of the Hull Public Schools policies by being more specific as they relate to the individual schools.

The purpose of disciplinary action is to restore acceptable behavior. When disciplinary action is necessary, it shall be administered with fairness and shall relate to the individual needs and the individual circumstances.

Students violating any of the policies on student conduct and control will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

LEGAL REFS: M.G.L. Chapter 71, S. 37H and 37L;
M.G.L. Chapter 76, S. 16 and 17;
Chapter 380 of the Acts of 1993 and Chapter 766 Regulations, S. 338.0 also
Mass. Dept. Of Education, Advisory Opinion on Student Discipline, January
27, 1994

CROSS REF: Hull High School Handbook

Revised: April 29, 1996

First Reading 2006 revision: December 11, 2006

Second Reading: January 8, 2007

Adoption: January 22, 2007

Proposed Reconsideration: January, 2012

Hull Public Schools

DISCIPLINE OF STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in each school handbook. 603 CMR 28:00, Massachusetts Special Education requires that additional provisions be made for students who have been found by an evaluation Team to have special needs and whose program is described in an Individualized Educational Program (IEP). The following additional requirement applies to the discipline of special needs students: The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. The modification will be described in the IEP. The principal will notify the Director of Student Services of the suspendable offense of a special needs student.

Principals have the authority to exclude a student with a disability from school for a disciplinary violation for fewer than 10 days, equivalent to discipline imposed on students without disabilities for the same offense. IDEA 2004, Section 615 (k) (1) (B).

When is it known that the suspension(s) of a special needs student will accumulate to more than ten days in a school year, a review of the IEP as provided by Individual with Disabilities Education Act (IDEA) of 2004 will be held to determine the appropriateness of the student's placement program. The Team must convene "not later than 10 business days after either first removing the student for more than 10 days in the school year or commencing a removal that constitutes a change in placement." [34 CFR 300.520 (b)] to develop an assessment plan for conducting FBA and implementing a Behavioral Intervention Plan (BIP) designed to address the behavior violation so that it does not recur. The Team will make a finding, a manifestation determination, as to the relationship between the student's misconduct and his/her handicapping condition, conduct a functional behavioral assessment if appropriate, and modifying, or amend the IEP to provide special education services during the suspension, or to include a behavioral intervention plan. A student with special needs may be removed to an appropriate interim alternative educational setting for the same amount of time that a child without a disability would be subject to discipline, but for not more than 45 days if: 1) the child carries a weapon to school or a school function, or 2) the child knowingly possesses or uses illegal drugs or solicits the sale of a controlled substance while at school or school function. IDEA 2004 clarifies that free and appropriate public education (FAPE) must be provided to an eligible student excluded from school for more than ten days even if the conduct was a manifestation of the student's disability. The building principal will notify The Department of Education as required by law as to the course of action. Subsequent amendments to state or federal law will supersede contrary handbook provisions.

A student not yet eligible for Special Education may be protected under IDEA's regulations if the district had knowledge that the student had a disability. Knowledge may be presumed if prior to the student's misconduct a parent expressed a concern in writing to supervisory or administrative personnel or a teacher of the student. IDEA 2004, Section 615 (k)(5)(B)(iii).

LEGAL REF: M.G.L. 71:37H; 71B; 766:338
603 CMR 28.00

Original adoption: March 26, 2007

First Reading revision: November 26, 2007

Second Reading: December 10, 2007

Adoption: February 11, 2008

Proposed Reconsideration: February, 2013

Hull Public Schools

CORPORAL PUNISHMENT

Massachusetts General Law, Ch. 71:37G provides that:

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

LEGAL REF: M.G.L. 71:37G

Original adoption: March 26, 2007
First Reading revision: November 26, 2007
Second Reading: December 10, 2007
Adoption: February 11, 2008
Proposed Reconsideration: February, 2013

Hull Public Schools

STUDENT SUSPENSION

The Hull Public Schools attempt to provide an open, flexible, humane program to meet the needs of students. Guidance and administrative help is available to assist a student in gaining the most from his/her education. If a student is a discipline problem, the school shall use all of its resources to resolve the difficulty. However, if a student is unable to conduct himself/herself in a manner reasonably consistent with the rules of the school, school suspension may be an option.

CROSS REF: Student Handbooks

Original adoption: March 26, 2007

First Reading revision: November 26, 2007

Second Reading: December 10, 2007

Adoption: February 11, 2008

Proposed Reconsideration: February, 2013

Hull Public Schools

PHYSICAL RESTRAINT

Physical restraint is defined as the use of bodily force to limit a student's freedom of movement¹. Physical restraint shall only be used as a behavior management tool when other less intrusive alternatives have failed or been deemed inappropriate. In the event that physical restraint is required to protect the safety of school community members, the Hull Public Schools has enacted the following policy and procedures to ensure the proper use of restraint and to prevent or minimize any harm to the student as a result of the use of restraint. These procedures shall be annually reviewed, provided to school staff, and made available to parents of enrolled students. **N.B.** None of the foregoing paragraph or the policy/procedures, which follow, precludes any teacher, employee or agent of the Hull Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious harm.

1. Staff Training

- A. All staff/faculty will receive training regarding the school's restraint policy within the first month of each school year, and employees hired after the school year begins will receive training within one month of starting their employment.
- B. Required training for all staff will include review of the following:
 - (1) The Hull Public Schools' restraint policy;
 - (2) Interventions which may preclude the need for restraint, including de-escalation of problematic behaviors;
 - (3) Types of restraints and related safety considerations, including information regarding the increased risk of injury to a student when extended restraint is used;
 - (4) Administering physical restraint in accordance with known medical or psychological limitations and/or behavioral interventions plans applicable to an individual student; and
 - (5) Identification of program staff who have received in-depth training (as set forth below in section C) in the use of physical restraint.
- C. Designated staff members shall participate in at least sixteen hours of in-depth training in the use of physical restraint.
 - (1) At the beginning of the school year, the Principal will identify those staff who will participate in in-depth training and who will then be authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint.
 - (2) In-depth training will include:
 - a. Appropriate procedures for preventing the need for physical restraint, including the de-escalation of problematic behavior, relationship building, and the use of alternatives to restraint;

¹ Physical escort is defined as the touching or holding a student without the use of force for the purpose of directing the student. Physical escort is not physical restraint and is not covered by this policy/procedures.

- b. A description and identification of dangerous behaviors on the part of a student that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
 - c. The simulated experience of administering and receiving physical restraint, instruction regarding the effect(s) on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
 - d. Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
 - e. Demonstration by participants of proficiency in administering physical restraint.
- D. Staff/faculty will review any behavior plans pertaining to special techniques for identified students.
2. Administration of physical restraint
- A. Physical restraint may only be used in the following circumstances:
- (1) When non-physical interventions would be ineffective; and
 - (2) The student's behavior poses a threat of imminent, serious, harm to self and/or others
- B. Physical restraint is prohibited in the following circumstances:
- (1) As a means of punishment; or
 - (2) As a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. However, if the property destruction or the refusal to comply with a school rule or staff directive could escalate into, or could itself lead to serious, imminent harm to the student or to others, physical restraint is appropriate.
- C. Only school personnel who have received required training or in-depth training pursuant to this policy administer physical restraint on students with, whenever possible, one adult witness who does not participate in the restraint. The training requirements, however, shall not preclude a teacher, employee or agent of the school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- D. Physical restraint shall be limited to the use of such reasonable force as is necessary to protect a student or others from assault or imminent, serious, physical harm.

- E. A person administering physical restraint shall use the safest method available and appropriate to the situation. Floor or prone restraints may only be administered by a staff member who has received in-depth training as specified in this policy and, when in the judgment of the trained staff member, such method is required to provide safety for the student or others.
 - F. Physical restraint shall be discontinued when it is determined that the student is no longer at risk of causing imminent physical harm to self or others.
 - G. Additional safety requirements:
 - (1) A restrained student shall not be prevented from breathing or speaking. A staff member will continuously monitor the physical status of the student, including skin color and respiration, during the restraint.
 - (2) If at any time during a physical restraint the student demonstrates significant physical distress, as determined by the staff member, the student shall be released from the restraint immediately, and school staff shall take steps to seek medical assistance.
 - (3) Program staff shall review and consider any known medical or psychological limitations and/or behavioral intervention plans regarding the use of physical restraint on an individual student.
 - H. At an appropriate time after release of a student from physical restraint, a school administrator or other appropriate school staff shall:
 - (1) Review the incident with the student to address the behavior that precipitated the restraint;
 - (2) Review the incident with the staff person(s) who administered the restraint to discuss whether proper restraint procedures were followed; and
 - (3) Consider whether any follow-up is appropriate for students who witnessed the incident.
3. Methods of physical restraint (Hull Public Schools should amend/add to this list)
- A. Basket Hold – Standing

One staff person stands behind the student with the student’s arms wrapped in front of him/her.
 - B. Basket Hold – Floor

The student sits with his/her legs out in front. One staff is behind the student holding his/her arms, which are wrapped in front, while the other staff person stabilizes the student’s legs.
 - C. Two Person Take Down

This restraint begins with two staff but requires three or more to complete. With one staff person per arm, the student is lowered to the floor, with the student’s backside touching the floor first, and with care being taken to proceed slowly.

The student's arms are placed beside his/her body. Each staff person holds the student's wrists with one hand and places their other hand on the student's shoulder. The third staff person holds the student's legs by wrapping them with the staff person's arms.

D. Two Person Take Down (contd.)

Where the student is spitting or is too difficult to maintain safely in this position, the student is rolled onto his/her stomach. The placement of staff is as follows: two staff assigned to the upper body sit with their backs against each other forming a tent over the student's back. This is done without putting pressure on the student's body. The student's arms are held across the waist of the staff. The other staff stabilizes the legs by wrapping them. Student's shoes are generally taken off to avoid injury to staff.

4. Chemical/Medical/Seclusion restraints prohibited

A. Chemical restraint – the administration of medication for the purpose of restraint – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/ guardian(s)

B. Mechanical restraint – the use of a physical device to restrict the movement of a student or the movement or normal function of a portion of his/her body – is prohibited unless explicitly authorized by a physician and approved in writing by the parent(s)/guardian(s).

(1) A protective or stabilizing device, such as a harness, lap or other belts for securing a child in a chair, ordered by a physician or a therapist shall not be considered mechanical restraint.

C. Seclusion restraint- physically confining a student alone in a room or limited space without access to school staff – is prohibited.

(1) The use of “time out” procedures during which a staff member remains accessible to the student, although not necessarily present, shall not be considered “seclusion restraint.”

5. Reporting requirements:

A. Program staff shall report the use of physical restraint after administration of a physical restraint that:

(1) Results in injury to a student or staff member; or

(2) Lasts longer than five minutes.

B. The staff member who administered such a restraint shall verbally inform the Principal of the restraint as soon as possible, and by written report no later than the next school working day.

(1) The written report shall be provided to the Principal or his/her designee, except the Principal shall prepare the report if the Principal administered the restraint;

- (2) The Principal or his/her designee shall maintain an on-going record of all reported instances of physical restraint, which shall be made available for review by the Department of Education, upon request.
- C. The Principal or his/her designee shall verbally inform the student's parent(s)/guardian(s) of such restraint as soon as possible, and by written report postmarked no later than three school working days following the use of such restraint.
- (1) If the school customarily provides school related information to the parent(s)/guardian(s) in a language other than English, the written restraint report shall be provided in that language.
- D. The written report required by both sections B and C above shall include:
- (1) Names and job title of the staff who administered the restraint, and observers, if any;
 - (2) Date of restraint and time restraint began and ended;
 - (3) Name of administrator who was verbally informed following the restraint;
 - (4) Description of the activity the student, other students, and staff in the area were engaged in immediately preceding the use of physical restraint;
 - (5) Student's behavior that prompted the restraint;
 - (6) Efforts made to de-escalate the situation and alternatives to restraint that were attempted;
 - (7) Justification for initiating physical restraint;
 - (8) Description of administration of restraint including:
 - a. the holds used and reasons such holds were necessary
 - b. the student's behavior and reactions during the restraint
 - c. how the restraint ended and
 - d. documentation of injury to the student and/or staff, if any, during the restraint and any medical care provided;
 - e.
 - (9) For extended restraints (restraints lasting more than twenty minutes), description of the alternatives to extended restraint that were attempted, the outcome of those efforts, and the justification for administering the extended restraint;
 - (10) Information regarding any further action(s) that the school has taken or may take, including any disciplinary sanctions that may be imposed on the student; and
 - (11) Information regarding opportunities for the student's parent(s)/guardian(s) to discuss with school officials the administration of the restraint, any disciplinary sanctions, and/or other related matters.

- E. The school will, within five school working days of the reported restraint, provide to the Department of Education a copy of the written report as described above and a copy of the record of physical restraints maintained by the program administrator for the thirty day period prior to the date of the reported restraint when:
- (1) a restraint has resulted in a serious injury to a student or program staff member; or
 - (2) when an extended restraint has been administered.
- F. Parent(s)/guardian(s) may voluntarily waive the reporting requirements as stated above for restraints that do not result in serious injury to the student or a program staff member and do not constitute extended restraint.
- (1) Hull Public Schools may seek such individual waiver for students who present a high risk of frequent, dangerous behavior that may require the frequent use of restraint.
 - (2) Hull Public Schools shall not require parental consent to such a waiver as a condition of admission or provision of services.
 - (3) Parent(s)/guardian(s) may withdraw consent to such waiver at any time without penalty.
 - (4) Extended restraints and restraints that result in serious injury to a student or program staff member must be reported as described above regardless of any individual waiver.
 - (5) The following documentation regarding individual waiver of reporting requirements will be maintained on-site in the student's file and will be made available for inspection to the Department of Education upon request:
 - (a) Informed written consent of parent(s)/guardian(s) to the waiver, which shall specify those reporting requirements listed above that the parent(s)/guardian(s) agrees to waive; and
 - (b) Specific information regarding when and how the parent(s)/guardian will be informed regarding the administration of all restraints to the individual student.
6. Grievance Procedures
- (Hull Public Schools should establish/list procedures for receiving and investigating complaints regarding restraint practices)
7. Students with Disabilities
- A. Restraints may be administered to a student with a disability pursuant to the student's Individualized Education Plan or other written and agreed upon plan developed in accordance with state and federal law, subject to the following exceptions:

- (1) The limitations on chemical, mechanical, and seclusion restraint as stated above shall apply; and
- (2) The training and reporting requirements described in this policy shall apply.

{** Hull Public Schools should also provide methods for preventing student violence, self-injurious behavior, and/or suicide, including techniques for de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student]

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Proposed reconsideration: May, 2012

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised except as an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the Hull Public Schools shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the Hull Public Schools' responsibility to the students, parents, Hull Public Schools personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The Hull Public Schools shall provide safe play areas. Precautionary measures that the Hull Public Schools requires shall include:

1. A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
2. Instruction of students in the proper use of equipment; and
3. Supervision of both organized and unorganized activity.

Fire Drills

The Hull Public Schools shall cooperate with appropriate fire departments in the conduct of fire drills.

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Proposed Reconsideration: March, 2012

Hull Public Schools

STUDENT INSURANCE PROGRAM

A noncompulsory accident insurance plan totally administered by an insurance company may be made available to students. The Hull Public Schools do not assume any responsibility regarding service, claims, or other matters relating to the insurance program.

All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

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Hull Public Schools

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The Hull Public Schools recognize that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The Hull Public Schools shall provide the services of a medical consultant who shall render medical and administrative consultive services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent is not available; and any allergies or diseases the student might have.

The Hull Public Schools shall maintain an Emergency Procedures Handbook that shall be utilized by Hull Public Schools personnel for handling emergencies. Emergency procedures shall include the following:

1. Provision for care beyond First Aid, which would enable care by the family or its physician or the Paramedic Assistance Unit of the Fire Department. In instances when the Paramedic Assistance Unit is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
2. Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
3. Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
4. Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the Hull Public Schools.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

LEGAL REF: M.G.L. 71:53; 54; 54A; 54B; 55; 55A; 55B; 56; 57

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Hull Public Schools

PHYSICAL EXAMINATIONS OF STUDENTS

Every student will be examined once in each school year for screening in sight and hearing and for other physical problems as provided in the laws. The school nurse will keep a record of the results.

Every student will be given a general physical examination four times: upon entering school and upon admittance to the fourth, seventh, and tenth grades. The results of examinations will be a basis for determining what corrective measures or modifications of school activities, if any, should be recommended. A record of all examinations and recommendations will be kept.

Every candidate for a school athletic team will present the signed consent of parent or guardian in order to participate on a squad and will, with the signed consent of parent or guardian, be thoroughly examined to determine physical fitness. The school physician will examine athletes, except when a family wishes to have the examination done by their own doctor at their own expense. A written report stating the fitness of the student to participate signed by the physician will be sent to the school Principal.

The school physician will make a prompt examination of all children referred to him/her by the school nurse. He/she will examine school employees when, in his/her opinion, the protection of the student's health may require it. Except in an emergency, the school physician will not prescribe for or treat any student.

Whenever the school nurse finds a child suffering from any disease or medical problem, the situation will be reported to the parent or guardian in writing, or by personal visit if remedial treatment is recommended. A copy of the report will be filed at the school.

The school nurse will make a monthly report to the Superintendent of the number of students examined; the number excluded; and the number recommended for treatment or special adjustment of work. In all cases of exclusion or recommendation, the causes will be included in the report.

LEGAL REFS: M.G.L. 71:53; 71:54; 71:56; 71:57

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Hull Public Schools

IMMUNIZATIONS OF STUDENTS

Students entering school for the first time, whether at kindergarten or through transfer from another school system, will be required to present a physician's certificate attesting to immunization against diphtheria, whooping cough, poliomyelitis, tetanus, MMR (measles, mumps and rubella), hepatitis B, varicella, and such other communicable diseases as may be specified from time to time by the Department of Public Health. The only exception to these requirements will be made on receipt of a written statement from a doctor that immunization would not be in the best interests of the child; or, the student's parent or guardian stating that vaccination or immunization is contrary to the religious beliefs of the student or parent.

LEGAL REF: M.G.L. 76:15

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Hull Public Schools

COMMUNICABLE DISEASES

The Hull Public Schools is required to provide educational services to all school age children who reside within its boundaries. However, admission to school may be by law denied to any child diagnosed as having a disease whereby attendance could be harmful to the welfare of other students and staff, subject to the Hull Public School's responsibilities to handicapped children under the law.

The School Committee recognizes that communicable diseases that may afflict students range from common childhood diseases, acute and short-term in nature, to chronic, life-threatening diseases such as Acquired Immune Deficiency Syndrome (AIDS).

Management of common communicable diseases shall be in accordance with Massachusetts Department of Health guidelines. A student who exhibits symptoms of a communicable disease may be temporarily excluded from school attendance. The Hull Public Schools reserve the right to require a physician's statement authorizing the student's return to school.

The Educational placement of a student who is medically diagnosed as having a life-threatening communicable disease shall be determined on an individual basis in accordance with this policy and accompanying administrative procedures. Decisions about the proper educational placement shall be based on the student's behavior, neurological development, and physical condition; the expected type of interaction with others in school setting; and the susceptibility to other diseases and the likelihood of presenting risks to others. A regular review of the placement decision shall be conducted to assess changes in the student's physical condition, or based on new information or research that may warrant a change in a student's placement.

In the event a student with a life-threatening communicable disease qualifies for services as a handicapped child under state and federal law, the procedures for determining the appropriate educational placement in the least restrictive environment shall be used in lieu of the procedures designated above.

Neither this policy nor the placement of a student in any particular program shall preclude the administration from taking any temporary actions including removal of a student from the class room as deemed necessary to protect the health, safety, and welfare of the student, staff, and others.

In all proceedings related to this policy, the Hull Public Schools shall respect the student's right to privacy. Only those persons with a direct need to know shall be informed of the specific nature of the student's condition. The Superintendent shall make the determination of those who need to know.

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Hull Public Schools

**AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME)
SCHOOL ATTENDANCE POLICY***

Epidemiological studies show that AIDS is transmitted via sexual contact or blood to blood contact. To date, there is no recorded transmission of AIDS to family members who are non-sexual contacts. This fact is also observed with medical personnel who directly care for and are exposed to AIDS cases. Since there is no evidence of casual transmission by sitting near, living in the same household, or playing together with an individual with AIDS, the following guidelines are recommended by the Governor's Task Force on AIDS for implementation in school systems throughout the Commonwealth.

1. All children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus, Human Immunodeficiency virus, (HIV), and receiving medical attention are able to attend regular classes.
 - a. If a child has cutaneous (skin) eruptions or weeping lesions that cannot be covered, he/she should not be in school.
 - b. If the child exhibits inappropriate behavior that increases the likelihood of transmission (i.e. biting or frequent incontinence), he/she should not be in school.
 - c. Children diagnosed with AIDS or with clinical evidence of infection with the AIDS associated virus (HIV), who are too ill to attend school, should have an appropriate alternative education plan.
 - d. Siblings of children diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) are able to attend school without any further restrictions.

*Note: this policy is not intended to apply to day care.

2. The child's personal physician is the primary manager the child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV). Management includes acting as the "gate keeper" for the child's attendance at school in accordance with the policy outlined above.
 - a. The child's personal physician, after consultation with the family, is responsible for reporting cases of AIDS to the Massachusetts Department of Public Health's Division of Communicable Disease. The school Superintendent will be notified by the child's personal physician and will provide assistance in identifying those educational or health care agents with an absolute need to know.
 - b. Only persons with an absolute need to know should have medical knowledge of a particular student. In individual situations, the Superintendent might notify one or more of the following:
 - Principal
 - School Nurse
 - Teacher
 - c. Notification should be by a process that would maximally assist patient confidentiality. Ideally, this process should be direct person-to-person contact.
 - d. If school authorities believe that a child diagnosed as having AIDS or with clinical evidence of infection with the AIDS associated virus (HIV) has evidence of

- e. conditions described in #1, then the school authorities can dismiss the child from the class and request authorization from the child's personal physician so that class attendance is within compliance with the school policy.
 - f. If school authorities and the child's personal physician are in conflict, then the case should be referred to the Department of Public Health for review by an appointed physician who would determine the permissibility of attendance.
3. Since the child diagnosed as having AIDS or with clinical evidence of infection with the Aids associated virus (HIV) has a somewhat greater risk of encountering infections in the school setting, the child should be excluded from school if there is an outbreak of a threatening communicable disease such as chicken pox or measles until he/she is properly treated (possibly with hyperimmunegamma globulin) and/or the outbreak has no longer become a threat to the child.
 4. HIV screening is a blood test for detecting the presence of antibody to the HIV virus. Antibodies are substances produced by white blood cells that help fight infection caused by viruses or bacteria. Testing for HIV antibody is not recommended for any purposes other than to assist the child's personal physicians in a highly selected set of clinical decisions. Results of HIV antibody tests are confidential and should not be reported to schools.
 5. Blood or any other body fluids including vomitus and fecal or urinary incontinence in any child should be treated cautiously. It is recommended that gloves be worn when cleaning up any body fluids.
 - a. These spills should be disinfected with bleach (one part bleach to ten parts water), or another disinfectant, by pouring the solution around the perimeter of the spill.
 - b. All disposable materials, including gloves, should be discarded into a plastic bag. The mop should be disinfected with the bleach solution described in 5A.
 - c. Persons involved in the clean up should wash their hands afterward.
 6. In-service education of appropriate school personnel should ensure that proper medical and current information about AIDS is available.

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Hull Public Schools

AIDS (ACQUIRED IMMUNE DEFICIENCY SYNDROME) RESOLUTION

Whereas, there is a great deal of concern in the community about the history, symptoms, and transmissibility of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC); and

Whereas, misinformation or lack of knowledge regarding the scope of the disease could result in improper decisions about children's attendance at school; and

Whereas, a comprehensive policy on AIDS and ARC has been developed by the Massachusetts Department of Public Health, which has been adopted by the Massachusetts Department of Education as policy; therefore be it

RESOLVED, that the Massachusetts Medical Society strongly recommends at this time that Hull Public Schools in the Commonwealth appropriately implement an official policy governing school attendance by children and teachers with Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) using the guidelines currently developed by the Massachusetts Department of Public Health.

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Hull Public Schools

ADMINISTERING MEDICATION TO STUDENTS

The Hull School Committee approves the following policies governing administration of medications in the schools under its jurisdiction

I. Management of the Medication Administration Program

A. The school nurse shall be the supervisor of the medication administration program in the school

B. The school nurse and the school physician develop procedures relating to the administration of medications.

C. Medication Orders/Parental Consent:

1. The school nurse shall ensure that there is a proper medication order from a licensed prescriber which is renewed as necessary, including the beginning of each academic year. A telephone order or an order for any change in medications shall be received only by the school nurse. Any verbal order must be followed by a written order within three school days. Whenever possible, the medication order shall be obtained and the medication plan shall be developed before the student enters or re-enters school.

a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

- the student's name
- the name and signature of the licensed prescriber
- the name of the medication
- the route and dosage of the medication
- the frequency and time of medication administration
- the date of the order and discontinuation date
- a diagnosis and any other medical condition requiring medication, if not a violation of confidentiality or if not contrary to the request of the parent/guardian to keep confidential.
- Specific directions for administration

b. Every effort shall be made to obtain from the licensed prescriber the following additional information if appropriate:

- any side effects, contraindications and adverse reactions to be observed
- any other medications being taken by the student
- the date of the next scheduled visit, if known

c. Special medication situations:

- for short term medications (those requiring administration for 10 days or fewer); the pharmacy labeled container may be used in lieu of a licensed prescriber's order. If the nurse has a question she may request a licensed prescriber's order. For over the counter medications (non-prescription medications) the school nurse shall follow

- the school physician's orders for administration and have written parental permission.
2. The school nurse shall ensure that there is a written authorization by the parent/guardian, which contains:
- The parent or guardian's printed name, signature and an emergency phone number
 - A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medications not be documented.
 - Approval to have the school nurse administer the medication
 - Persons to be notified in case of a medication emergency, in addition to the parent or guardian and licensed prescriber.

D. Medication Administration Plan

1. The school nurse, in collaboration with the parent/guardian shall establish a medication administration plan for each student receiving medication. Whenever possible, a student who understands the issues of medication administration shall be involved in the decision-making process and his/her preferences respected to the maximum extent possible. *
- If appropriate, the medication administration plan shall be referenced in any other health or educational plan developed pursuant to the Massachusetts Special Education Law (Individual Education Plan under Chapter 756) or federal laws, such as the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

*The Department of Education Guidelines for special education require student consent for the 18-21 age group and student participation in planning after age 14 if appropriate.

2. Prior to the initial administration of the medication, the school nurse shall assess the child's health status and develop a medication administration plan which includes:
- the name of the student
 - an order from a licensed prescriber, including business and emergency telephone numbers
 - the signed authorization of the parent or guardian, including home and business telephone numbers
 - any known allergies to food or medications
 - the diagnosis, unless a violation of confidentiality or the parent/guardian requests that it not be documented
 - the name of the medication
 - the dosage of the medication, frequency of administration and the route of administration
 - any specific directions for administration
 - any possible side effects, adverse reactions or contraindications
 - the required storage condition

- the duration of the prescription
- plans, if any, for teaching self-administration of the medication
- with parental permission, other persons, including teachers to be notified of medication administration and possible adverse effects of the medication
- a list of other medications being taken by the student, if not a violation of confidentiality or contrary to the request of the parent, guardian or student that such medication not be documented.
- provision for medication administration in the case of field trips and other short-term special school events. Every effort should be made to obtain a nurse or school staff member trained in medical administration to accompany students at special school events. When this is not possible, the school nurse may delegate prescription medication administration to another responsible school employee. Written consent from a parent or guardian for the named responsible adult to administer the prescription medication shall be obtained. The
- school nurse shall instruct the responsible school employee on how to administer the prescription medication to the student.

E. Medication Administration Guidelines

1. Prescription and non-prescription medications will only be distributed by the school nurse
2. In the absence of the school nurse the following procedure will be implemented
 - a substitute nurse will be called
 - if there is no substitute nurse available, the remaining school nurses will provide nursing care to the uncovered school(s). The principal of the school in which the nurse is absent will contact a remaining school nurse so that the nurses can formulate a plan for the administration of medications or provide other nursing assistance as needed. At that time the school nurses will notify principals in regards to coverage arrangements.
3. The school nurse shall communicate significant observations relating to medication effectiveness and adverse reactions or other harmful effects to the child's parent or guardian and/or licensed prescriber.
4. In accordance with standard nursing practice, the school nurse may refuse to administer or allow to be administered any medication, which, based on her/his individual assessment and professional judgment, has the potential to be harmful, dangerous or inappropriate. In these cases, the school nurse shall notify the parent/guardian and/or licensed prescriber immediately and explain the reason for refusal.

F. Delegation/Supervision

The Hull School Committee, in consultation with the School Nurses and School Physician authorizes that the responsibility for the administration of emergency Epinephrine may be delegated to the following categories of unlicensed personnel according to criteria delineated in CMR 210.004(B) (2):

administrative staff	teaching staff
secretaries	paraprofessionals
coaches	athletic trainers

For the purpose of administering emergency epinephrine to an individual student, pursuant to 210.004 (B) (4), the school nurse may identify school personnel from the above listed categories. Said personnel shall be listed on the students Individual Allergy Action Plan, and receive training in the administration of emergency epinephrine.

1. The school nurse, in consultation with the school physician, shall have final decision-making authority with respect to delegating administration of prescription medications for students on field trips and short term special school events to unlicensed personnel within the Hull Public School System as it is registered with the Department of Public Health.
2. The administration of parenteral medications may not be delegated, with the exception of Epinephrine (in the form of an auto-injector; EpiPen) in a life-threatening situation where the child has a known allergy or pre-existing medical condition and there is an order for administration of the medication from a licensed prescriber and written consent of the parent or guardian.
3. For each school, an updated list of unlicensed school personnel who have been trained in the administration of emergency epinephrine (EpiPen) shall be maintained. Upon request, a parent shall be provided with a list of school personnel authorized to administer emergency epinephrine.
4. Supervision of Unlicensed Personnel

Authorized unlicensed personnel administering emergency epinephrine (Epi-Pen) or other prescription medications for field trips and/or special school events shall be under the supervision of the school nurse. Responsibilities for supervision at a minimum shall include the following:

- (a) After consultation with the principal or administrator responsible for a given school, the school nurse shall train and supervise willing individuals, in those categories of school personnel approved by the School Committee when appropriate, who may administer emergency epinephrine. When necessary to protect student health and safety, the school nurse may rescind such selection.
- (b) For the purpose of prescription medication administration for special school events for which a nurse is unavailable to attend, the school nurse in consultation with the building principal may delegate this responsibility to a willing school employee.
- (c) The number of unlicensed school personnel to whom responsibility for medication administration may be delegated is determined by:
 - The number of unlicensed school personnel the school nurse can adequately train and supervise as determined by the school nurse.
 - The number of willing unlicensed school personnel necessary, in the nurse's judgment to ensure that the emergency epinephrine would be administered to a student if a life threatening situation should occur

(d) The school nurse shall supervise the training of the designees consistent with the Department of Public Health's requirements in CMR 210.007 of the regulations governing the Administration of Prescription Medications in Public Schools.

- The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for emergency epinephrine administration.
- The school nurse shall provide a training review and informational update, at least annually, for those school staff yearly authorized to administer emergency epinephrine.
- The school nurse shall provide training for school staff willing to take responsibility for administration of prescription medications for special school events. The training shall include reviewing of student medication orders, possible side effects, adverse reactions and other pertinent information.

G. Self Administration of Medications

“Self-administration” means that the student is able to administer medication to themselves in the manner directed by the licensed prescriber, without additional assistance or direction. A student may be responsible for taking his/her own medication after the school nurse has determined that the following requirements are met.

- The student, school nurse, and parent/guardian, where appropriate, enter into an agreement, which specifies the conditions under which medication may be self-administered.
- The school nurse, as appropriate, develops a medication administration plan, which ensures safe self-administration of medication; (see Self-Administration Medication Plan)
- The student's health status and abilities have been evaluated by the school nurse who then deems self-administration safe and appropriate. As necessary, the school nurse shall observe initial self-administration of the medication.
- The school nurse is reasonably assured that the student is able to identify the appropriate medication, knows the frequency and time of day for which the medication is ordered
- There is written authorization from the student's parent or guardian that the student may self medicate, unless the student has consented to treatment under M.G.L. c. 112, s. 12F or other authority permitting the student to consent to medical treatment without parental permission

- If requested by the school nurse, the licensed prescriber provides a written order for self-administration.
- The student and nurse develop a procedure for documentation of self-administration of medication
- The school nurse establishes a procedure for the safe storage of self-administered medication and as necessary, consults with teachers, the student and parent/guardian, if appropriate, to determine a safe place for storing the medication for the individual student, while providing for accessibility if the student's health needs require it. This information shall be included in the medication administration plan. In the case of an inhaler or other preventive or emergency medication, whenever possible, a backup supply of the medication shall be kept in the health room or a second readily available location.
- The student's self-administration is monitored based on his/her abilities and health status. Monitoring may include teaching the student the correct way of taking the medication, reminding the student to take the medication, visual observation to ensure compliance, recording that the medication was taken, and notifying the parent, guardian or licensed prescriber of any side effects, variation from the plan, or the student's refusal or failure to take the medication.
- With parental/guardian and student permission, as appropriate, the school nurse may inform appropriate teachers and administrators that the student is self-administering a medication.
- **H. Handling, Storage and Disposal of Medication**
 1. A parent, guardian or parent/guardian-designated responsible adult shall deliver all medications to be administered by the school nurse to the school nurse.
 - the medication must be in a pharmacy or manufacturer labeled container
 - the school nurse shall document the quantity of the medication delivered
 2. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and effective. Expiration dates will be checked.
 3. All medications to be administered with the exception of prescribed inhalers and emergency epinephrine shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications.
 4. Access to locked medications shall be limited to the school nurse. Access to keys and knowledge of the location of keys shall be restricted to the maximum extent possible.
 5. Parents or guardians may retrieve the medication from the school nurse at any time.
 6. No more than a thirty (30) school day supply of medication for a student shall be stored at the school.

First Reading: September 14, 2009

Second Reading: October 13, 2009

Adoption: October 26, 2009

Proposed Reconsideration: October, 2014

Hull Public Schools

7. Where possible, all unused, discontinued or outdated medications shall be returned to the parent or guardian and the return appropriately documented. All medications should be returned at the end of the school year.
8. If parents do not pick up medication as requested by the school nurse by one day following the end of school for students, the following procedure will take place.
 - Nurse and witness will count remaining medication and record on student's medication log
 - Prescription medication will be placed in a sharps container or crushed and mixed with an undesirable substance and placed in an impermeable container and properly disposed of in the trash.
 - Nurse and witness will sign the student's medication log

I. Documentation and Record Keeping

1. School nurses administering medications shall maintain a medication administration record for each student who receives medication during school hours.
 - Such record at a minimum shall include a daily log and the physician's medication order and parent/guardian consent for administration
 - The daily log shall contain:
 - the dose or amount of medication to be administered
 - the date and time of administration or omission of administration, including the reason for omission
 - the full signature of the nurse
 - The school nurse shall document in the medication administration record significant observations of the medications effectiveness as appropriate, and any adverse reactions or other harmful effects as well as any action taken.
 - All documentation shall be recorded in ink and shall not be altered.

J. Reporting and Documentation of Medication Errors

- A medication error includes any failure to administer medication as prescribed for a particular student, including failure to administer the medication:
 - Within appropriate time frames
 - In the correct dosage
 - In accordance with accepted practice i.e. right medication, right route of administration
 - To the correct student
- In the event of a medication error, the school nurse shall notify the parent or guardian immediately. If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber.
- Medication errors shall be documented by the school nurse on the medication error report form. These reports will be made available to the Department of Public Health upon request. All medication errors resulting in serious illness requiring medical care shall be reported to the Department of Public Health, Bureau of Family and Community Health. All suspected

- diversion or tampering of drugs must be reported to the Department of Public Health, Division of Food and Drugs and the Hull Police Department.

K. Response to Medication Emergencies

- Emergency Medical Services will be contacted if warranted – call 9-1-1
- Parent/guardians will be contacted followed by the licensed prescriber
- Poison Control will be contacted if necessary (1-800-222-1222) and instructions followed
- Close observation of the student will be provided and if necessary, the child will be dismissed to the parent/guardian. If further medical evaluation is deemed necessary, the child will be referred to the prescribing physician.
- A medication error report will be completed.
- The building principal will be notified of the incident
- Follow-up calls will be made to determine status of student's condition.

L. Medication Audits

The school nurse will conduct a review of all medications administered at school and related documentation. These audits will be conducted at least one time each school year. Additional audits will be conducted as deemed necessary by the school nurse.

First Reading: September 14, 2009
Second Reading: October 13, 2009
Adoption: October 26, 2009
Proposed Reconsideration: October, 2014

Hull Public Schools

MEDICATION ERROR REPORT

Date _____ School _____ Prepared By _____

Name of Student _____

Date of Birth _____ Sex _____ Grade _____

Home Address _____

Phone Number _____

Date Error Occurred _____ Time Noted _____

Person Administering Medication _____ Position _____

Licensed Prescriber _____

Address _____ Phone _____

Reason Medication was Prescribed _____

Date of Order _____ Instructions for Administration _____

Medication Name _____ Dose _____ Route _____ Scheduled Time _____

Describe the error and how it occurred (use reverse side if necessary)

Action Taken

Licensed Prescriber Notified: Yes ___ No ___ Date _____ Time _____

Parent/Guardian Notified: Yes ___ No ___ Date _____ Time _____

Other Persons Notified: _____

Outcome: _____

Name: _____ Date _____

Signature _____ Title _____

*Original adoption: December 2001
First Reading 2007 revision: February 12, 2007
Second Reading: March 12, 2007
Adoption: March 26, 2007
Proposed Reconsideration: March, 2012*

FIRST AID, EMERGENCY MEDICAL CARE AND ACCIDENT REPORTS

School personnel have responsibilities in connection with accidents occurring in school that may be classified as follows:

1. Administering first aid
2. Summoning medical assistance
3. Notifying administration
4. .
5. Notifying parents
6. Filing accident reports.

Teachers must use reasonable judgment in handling accident cases. Extreme caution should be exercised not to minimize any accident.

All teachers should make a concerted effort to increase their understanding of proper steps to be taken in the event of an accident. Teachers should also have knowledge of the physical condition of students so that they may be prepared to meet any emergency that may arise.

The school doctor, school nurse, and specially trained staff members shall stand ready to assist in treatment of accident victims.

Regardless of the seriousness of the accident, the teacher in charge must submit an accident report so that the administrators are informed and a basis is established for the proper processing of insurance claims.

The Hull Public Schools make it possible for parents to subscribe to pupil accident insurance at low rates. This program is offered each year during September.

The policy on accidents and accident reporting is to be reviewed in September by the Principals, with the staffs of each school.

An Accident Log is to be maintained daily at each school, in which is recorded all accidents.

All accidents judged to be other than minor require that an accident report be filled out. If the accident involves the services of a physician and/or is likely to result in an insurance claim, two accident reports are to be prepared: one copy filed at the school office, and one copy to the Hull Public School's insurance agent. If the incident is not one involving a physician and is unlikely to be an insurance case, it will be sufficient to prepare one copy to be filed at the school.

Original adoption: January, 1996

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Proposed Reconsideration: March, 2012

Hull Public Schools

GUIDANCE PROGRAM

Guidance is defined as helping individuals understand themselves in the light of their abilities, aptitudes, interests, attitudes, strengths and limitations. This process should assist students in the development of their potential; their decisions relating to personal, educational, and vocational matters, and also in becoming capable of mature self-guidance.

The Hull Public School's guidance program will be based on this definition and developed from these broad fundamental principles:

1. Students are different from one another in their capabilities, aptitudes, interests, needs, goals, desires and values.
2. Conditions are improvable. Equality of educational opportunity will benefit the individual student and society.
3. Guidance is a continuous and developmental process. Every experience of the student influences his/her performance in some way.
4. Guidance does not propose to program a student's course of action but rather tries to assist him/her in arriving at his/her own satisfactory solutions.

Guidance services will include: educational guidance; testing programs; occupational, career, and higher education assistance and information; study aids; consultation services; and personal developmental guidance as needed. These services will be available to all students.

While some of the problems of the individual may relate to behavior and consequently entail guidance on behavior, student discipline will not be a regular function of guidance personnel.

LEGAL REFS: M.G.L. 71:38A through 71:38F; 71:46G
603 CMR 26.04

Original adoption: January, 1996
First Reading 2007 revision: February 12, 2007
Second Reading: March 12, 2007
Adoption: March 26, 2007
Proposed Reconsideration: March, 2012

Hull Public Schools

GUIDANCE PROGRAM

Guidance Counselors and other personnel shall represent to the students a broad spectrum of education and career opportunities. Race, color, sex, national origin and religion shall not be considered as limiting factors in career determination.

“Career Day” programs and other occupational information shall include representatives of both sexes and of minority group members in a broad variety of occupational roles. Schools shall not permit materials including pictorial representations to be used to recruit students for employment, including training, that contain a preference of individuals of particular race, color, sex, religion, or national origin. Any pictorial representation in such materials, in the aggregate, shall depict members of both sexes and of minority groups.

No material or tests shall be employed for guidance purposes that discriminate and/or limit choices on the bases of race, color, sex, religion or national origin.

LEGAL REFS: M.G.L. 71:38A through 71:38F; 71:46G
 603 CMR 26.04

Original adoption: January, 1996
First Reading 2007 revision: February 12, 2007
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Adoption: March 26, 2007
Proposed Reconsideration: March, 2012

Hull Public Schools

REPORTING CHILD ABUSE POLICY

Under Massachusetts General Laws Chapter 119, Section 51A, any public or private school teacher, educational administrator, guidance or family counselor, nurse, or social worker, as well as certain other professionals, who in his/her professional capacity believes that a child under eighteen is suffering serious physical or emotional injury resulting from abuse or neglect, must immediately report such cases to the Department of Public Welfare.

The mandated reporter must make an oral report, and within 48 hours, must make a written report to the Department of Public Welfare. Alternatively, the mandated reporter may notify the person in charge of the school (or his/her designee) who shall then become responsible to make the oral and written report to the Department. The statute requires that such a report contain, among other things, the names and addresses of the child and his/her parents, the child's age and sex, the nature and extent of his/her injuries, the name of the person making the report, and various other information. Any person who is required to make such a report under the law and fails to do so is subject to a fine of not more than one thousand dollars. Mandated reporters are specifically exempted from liability in any civil or criminal action by reason of such a report.

LEGAL REF: M.G.L. 119:51A

Original adoption: January, 1996
First Reading 2008 revision: June 9, 2008
Second Reading: June 30, 2008
Adoption: August 18, 2008
Proposed Reconsideration: August, 2013

Hull Public Schools

STUDENT WELFARE REGULATIONS

The State of Massachusetts requires by law that any Principal, teacher, counselor, or nurse report all cases of suspected child abuse/neglect on behalf of children under eighteen years of age. The law also provides legal immunity from civil or criminal liability for all such professional personnel when they, in good faith, report such abuse or neglect. Failure to report may result in a fine not to exceed \$1,000.00.

Definition Of Neglect:

The impairment of a child's physical, mental or emotional condition as a result of the failure of the child's parents or other person responsible for his/her care to exercise a minimum degree of care:

1. In supplying the child with adequate food, clothing, shelter or education, or medical care, though financially able to do so or offered financial or other reasonable means to do so; or
2. In providing the child with proper supervision or guardianship.

Definition Of Abuse:

1. A physical injury by other than accidental means which causes or creates a substantial risk of death or protracted impairment of the function of any bodily organ; and
2. The commission of sex offence against a child as defined in the criminal laws of Massachusetts.

Reporting Procedure:

1. Any professional staff member who suspects that a child has been abused or neglected shall immediately inform the Principal of the appropriate school.
2. The information reported shall include:
 - a. Name and address of the child and parent;
 - b. Child's sex;
 - c. Nature and extent of the child's injuries, abuse or neglect;
 - d. Action, if any, taken to treat, shelter, or assist the child;
 - e. Name of the person making the report;
 - f. Date of report; and
 - g. Other pertinent information
3. The Principal shall review the report with appropriate staff member (Teacher, Assistant Principal, Counselor, Nurse, Physician) within two days of the referral.
4. The Principal on the advise of the Superintendent shall telephone the Department of Public Welfare Child Protective Service and notify them of alleged abuse or neglect.

5. The Principal, within two working days, shall submit a written report (Form 51A) by registered mail to the Department of Public Welfare Child Protective Agency. A copy of the report shall be forwarded to the Superintendent. If the Department of Welfare does not respond within a reasonable period, the Principal shall refile Form 51A.

Additional Concerns:

1. Cases of reported abuse or neglect are to remain confidential. Discussion of these situations should be limited to appropriate meetings and staff.
2. School employees shall not contact the child's family or any other person to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove abuse or neglect. However, the Principal should notify the parent at his/her discretion, that a report is being submitted to the Department of Public Welfare.

Original adoption: January, 1996
First Reading 2007 revision: April 11, 2007
Second Reading: May 14, 2007
Proposed Adoption: May 29, 2007
Proposed Reconsideration/Revision Date: May, 2012

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The School Committee expects all students to be under assigned adult supervision when they are in school, on school grounds, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave his/her assigned group unsupervised.

During school hours, or while engaging in school-sponsored activities, students will be released only into the custody of parents or other authorized persons.

The school administration will ensure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Original adoption: January, 1996
First Reading 2007 revision: April 11, 2007
Second Reading: April 23, 2007
Proposed Adoption: May 14, 2007
Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

TEACHER-STUDENT RELATIONS

The School Committee accepts the principle that the relationship between teacher and student should be one of cooperation, understanding, and mutual respect. As the director of learning experiences within the classroom and school environment, as well as within the community, the teacher is expected to exercise good interpersonal relationships with the students, to accept each as an individual, and to extend a feeling of friendship and respect to all.

This must be done exercising good and sound judgment and appropriate behavior. For example, teachers must not engage in conduct unbecoming a teacher or adult.

Taking a sincere and appropriate professional interest in an individual student can be commendable in appropriate circumstances, provided partiality and the appearance of partiality are avoided. The teacher who inspires, guides, and helps can have lasting influence on students throughout their lives. But such teacher-pupil friendships must be on a teacher-pupil basis.

Inappropriate and / or excessive formal or informal social or other involvement with individual students and “pal-like” relationships give rise to charges and concerns of excessive and inappropriate personal involvement and unethical conduct. Such conduct is not compatible with professional teacher ethics, and inappropriate teacher conduct shall not be condoned. Such conduct will result in appropriate disciplinary and / or other administrative action, including but not limited to suspension, administrative leave, demotion and termination. It is not the policy of the Town of Hull to have or permit such a custom, policy or practice.

As an example, and by no means the only prohibited conduct, teachers are specifically prohibited from taking students or being in the company of such students on day-trips, overnight or out-of-state school or non-school trips without the express written consent of parents/guardians. In all situations involving students, especially situations outside of the classroom or school environment, teachers must be aware of and respect, where appropriate, the desires and concerns of both parents and / or guardians of a student. Teachers must be cognizant of the role they play in society and how their presence at an event or activity may reflect on themselves, the School District and the teaching profession.

Original adoption: October 9, 2001

First reading: April 11, 2007

Second reading: April 23, 2007

Adoption: May 14, 2007

Proposed reconsideration: May, 2012

Hull Public Schools

STAFF-STUDENT RELATIONS

The School Committee accepts the principle that relationships between staff members and students should be marked by cooperation, understanding, and mutual respect. As someone involved in the learning experiences within the school environment, as well as within the community, the staff member is expected to exercise good interpersonal relationships with students, to accept each as an individual and to extend a feeling of cordiality and respect to all.

Taking a sincere and appropriate professional interest in an individual student can be commendable in appropriate circumstances, provided partiality and the appearance of partiality are avoided. The staff member who inspires, guides, and helps can have lasting influence on a student throughout his life.

This must be done exercising good and sound judgment and appropriate behavior. For example, staff members must not engage in conduct unbecoming an adult.

Inappropriate and / or excessive formal or informal social or other involvement with individual students and “pal-like” relationships give rise to charges and concerns of excessive and inappropriate personal involvement and unethical conduct. Such conduct is not compatible with professional staff ethics and appropriate staff conduct, and shall not be condoned on the part of any Hull Public School employee. Such conduct will result in appropriate disciplinary and / or other administrative action, including but not limited to suspension, administrative leave, demotion and termination. It is not the policy of the Town of Hull to have or permit such customs, policies or practices.

As an example, and by no means the only prohibited conduct, staff members are specifically prohibited from taking students or being in the company of students on day-trips, overnight or out-of-state school or non-school trips without the express written consent of parents / guardians. In all situations involving students, especially situations outside of the school building or school environments, staff members must be aware of and respect, where appropriate, the desires and concerns of both parents and / or guardians of a student. Staff members must be cognizant of the roles they play in society and how their presence at an event or activity may reflect on themselves and the Hull Public Schools.

Original adoption: October 9, 2001

First reading: April 11, 2007

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Adoption: May 14, 2007

Proposed reconsideration: May, 2012

Hull Public Schools

STUDENT DISMISSAL PRECAUTIONS

Students shall not be permitted to leave the school building during hours school is in session without specific approval of their parents or guardian. Students walking off school grounds are subject to disciplinary action including suspension.

If a student needs to leave school early for a medical appointment or other important reason, a request to this effect signed by the parent or guardian, must be presented to the school office in advance.

Emergency requests for early dismissal may be made by the parent in person or, in unusual circumstances, by telephone. All emergency requests by telephone, or other requests in case of doubt, are to be verified before the student is released.

A student who has an accident in school, or develops an illness that makes it difficult for him/her to continue in school for the day will be dismissed from school after one of the parents (or guardian) has been contacted and has arrived, if necessary to provide him/her with transportation home.

Original adoption: January, 1996

First Reading 2007 revision: April 11, 2007

Second Reading: April 23, 2007

Proposed Adoption: May 14, 2007

Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

STUDENT AUTOMOBILE USE

In connection with the use of the automobile, driving a car is a privilege granted by the Commonwealth of Massachusetts as long as one drives in a safe manner. Careless driving around the school parking area and driveways is something more than an offense against school regulations. Careless driving is subject to police action and anyone guilty of such careless driving will be reported promptly to the police.

Improper use of a motor vehicle on school grounds can result in suspension from school (in school or away from school) for a period of time not to exceed five (5) days. Driving a motor vehicle from school grounds during the school day without authorization will be considered improper use of a motor vehicle and will be considered grounds for suspension.

Parking at the school is a privilege granted by the school and the privilege will be withdrawn if it is abused.

Students will be required to park in designated areas.

If a student leaves the school grounds in a motor vehicle without authorization, parents will be notified and the student will be subject to disciplinary action including suspension from school.

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Hull Public Schools

SELECTION OF CLASS VALEDICTORIAN AND SALUTATORIAN

Inasmuch as the School Committee believes that designating a student as class valedictorian or salutatorian is an important and significant academic honor, the committee establishes the following criteria for assigning these titles:

1. The class valedictorian shall be the senior student with the highest-class rank, as determined by policy IKC, Determination of Class Rank, who meets all other requirements defined herein.
2. The class salutatorian shall be the senior student with the second highest class rank, as determined by policy IKC, Determination of Class Rank, who meets all other requirements defined herein.
3. To be considered for the designation as class valedictorian or salutatorian, a student must complete their final four semesters at Hull High School.
4. In the case of the two qualified, highest ranking students having equal class rank, the student with the higher GPA calculated for only honors and AP courses (or their equivalent) taken at Hull High School shall be designated valedictorian and the second student as salutatorian. If the two students have equal GPA's calculated in this manner, then the two students shall be designated as co-valedictorians.
5. In the case of the two qualified, second highest ranking students having equal class rank, the student with the higher GPA calculated for only honors and AP courses taken at Hull High School shall be designated salutatorian. If the two students have equal GPA's calculated in this manner, then the two students shall be designated as co-salutatorians.

CROSS REF: IKC

Original adoption: March 10, 2003

First reading 2006 revision: August 28, 2006

Second reading: September 5, 2006

Adoption: September 11, 2006

Proposed reconsideration: September, 2011

Hull Public Schools

STUDENT AWARDS

The School Committee encourages the administration to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the schools should be pointed out.

Original adoption: January, 1996
First Reading 2007 revision: April 11, 2007
Second Reading: April 23, 2007
Proposed Adoption: May 14, 2007
Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

SCHOLARSHIPS

The Hull School Committee, recognizing the importance of a post graduate education, welcomes contributions from the community in support of the scholarship program and encourages the administration to develop and implement activities that will increase the amount of scholarship funds.

Governance The School Committee and the Superintendent will be responsible for establishing policies and procedures regulating the scholarship program. All scholarship donations to be presented to students must first be approved by the School Committee.

Equal Opportunity Scholarships will be accepted by the School Committee provided they meet acceptance standards and do not discriminate against any student because of Race, Creed, Color, National Origin, Religion, or Sex.

Standards The Superintendent and High School Principal with the assistance of the High School Faculty shall develop written standards, criteria, and procedures for awarding scholarships.

Faculty Selection Committee A committee representing the High School Professional Staff will be appointed by the High School Principal and assigned the responsibility of determining recipients in accordance with established criteria.

General Scholarship Fund Scholarship contributions which are not designated by the donor as an individual scholarship will be deposited in the General Scholarship Fund. The interest obtained from investing these funds will be awarded as scholarships.

Advisory Committees The School Committee and Administration will encourage participation by the community in committees designed to formulate and to implement fund raising activities and to recommend the most beneficial programs for investing funds. The Advisory Committees will be appointed by the School Committee.

Original adoption: April 8, 1997

First Reading 2003 revision: March 10, 2003

Second Reading: March 24, 2003

Proposed Adoption: May 12, 2003

Proposed Reconsideration/Revision Date: May 2008

Hull Public Schools

**STUDENT VOLUNTEERS FOR SCHOOL
AND COMMUNITY SERVICE**

School and community service is to be encouraged on the part of students.

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Second Reading: April 23, 2007
Proposed Adoption: May 14, 2007
Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

EMPLOYMENT OF STUDENTS

Students' school responsibilities are to take precedence over nonschool related jobs. However, students who need or desire to work part-time while attending school will be encouraged to do so provided their work commitments do not interfere with their achievement in school.

Assistance offered by the Hull Public Schools in helping youth find employment will take the following forms:

Work Permits

In compliance with law, the school administration will be responsible for processing requests for, and issuing work permits which enable students between the ages of 14 and 18 to work part-time while attending school. Such employment must meet legal requirements pertaining to jobs suitable for minors.

In-school Employment

Part-time and summer jobs may be open to students in keeping with their abilities and needs of the school and Hull Public Schools for student help. The Committee also authorizes the Hull Public Schools to serve as an employer for cooperative work-experience programs. As with all Hull Public Schools employment, the Committee will approve appointments, and establish pay rates. These rates will conform with requirements of the minimum wage law and-or job training rates.

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First Reading 2007 revision: April 11, 2007

Second Reading: April 23, 2007

Proposed Adoption: May 14, 2007

Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

STUDENT GIFTS AND SOLICITATIONS

Because of the embarrassment that might result among children, students will be discouraged from giving gifts to classroom teachers and other school personnel. For the same reason, there will be no formal exchange of gifts between students in the classroom.

Solicitation of funds for charitable purposes from students of the Hull Public Schools will be made only as approved by the School Committee.

Any organization desiring to distribute flyers or other materials to students in connection with fund drives may do so only with the approval of the Superintendent.

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Second Reading: April 23, 2007
Proposed Adoption: May 14, 2007
Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

STUDENT FEES, FINES, AND CHARGES

Students will assume the care and maintenance of any items on loan from the school, including but not limited to, books, materials, supplies and equipment. There will be a fine for any lost items. All lost items should be paid for prior to the close of the school year. The monies collected from lost and damaged materials goes into the Lost Book Fund at the school in which the monies are owed.

The School Committee also recognizes that there may be a need for student fees to fund certain school activities. A school may exact a fee or charge only upon School Committee approval. The schools, however, may charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student. Any fee or charge due to any school in the Hull Public Schools and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the Hull Public Schools and not to a particular school. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the denial of participation in extra curricular activities including but not limited to; sports, clubs, dances, graduation ceremonies and other non-mandated activities while the student is enrolled in the Hull Public Schools until payment is made.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Original adoption: January 31, 2005

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Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools

STUDENT RECORDS

In order to provide students with appropriate and educational services, it is necessary for the Hull Public Schools to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations (603 CMR 23.00). The temporary record of each student enrolled on or after June 2002 will be destroyed five years after the student transfers, graduates or withdraws from the school district. Written notice to the eligible student and his/her parent of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following his/her graduation, transfer, or withdrawal from the school system.

The School Committee wishes to make clear that all individual student records of the Hull Public Schools are confidential. This extends to giving out individual addresses and telephone numbers.

Revised: June 30, 2002

SOURCE: MASC Policy

LEGAL REFS: Family Educational Rights and Privacy Act of 1974
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10 71:34 A,B,D,E,H
Board of Education Student Record Regulations adopted 2/10/77, June 1995 as amended June 2002.
603 CMR: Dept. of Education 23.00 through 23:12 also
Mass. Dept. of Education publication Student Records: Questions, Answers and Guidelines, Sept.

CROSS REF: KDB, Public's Right to Know

First Reading: April 11, 2007

Second Reading: April 23, 2007

Proposed Adoption: May 14, 2007

Proposed Reconsideration: May, 2012

Hull Public Schools

STUDENT RECORDS

Hull High School is responsible for maintaining official student records that include permanent and temporary transcripts of every student. The high school will provide a complete copy of a student's school record to any public school into which the student seeks or intends to enroll, upon receiving verification from any source that the student may be transferring out of this school district. Upon graduation, a student may obtain a copy of any record pertaining to that student.

According to Massachusetts General Laws, the permanent record (transcript), which is kept for sixty (60) years before being destroyed, contains the following information:

- Identifying information regarding the student and parent/guardian
- Course titles and grades received
- Grade level completed and year completed

The temporary record, which is destroyed within seven (7) years after the student graduates, transfers, or withdraws, may include the following information:

- Results of standardized tests
- Class rank and grade point average, when applicable
- School sponsored co-curricular activities
- Attendance data
- Health records
- Other scholastic information not listed above

Except where the regulations specify authorized access by third parties, no individuals or organizations other than the parent/guardian, eligible student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent/guardian of the eligible student.

As required by M.G.L. Chapter 71 Section 34H, a non-custodial parent may have access to the student record in accordance with the following provisions.

1. As set forth in 603 CMR 23.07(5), non-custodial parents are eligible to obtain access to their children's student records *unless* the school or district has been given documentation that:

the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or

the parent has been denied visitation, or

the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or

there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

2. In order to obtain access, the non-custodial parent must submit a written request for the student record to the school principal annually. The initial request must include the following:

- a certified copy of the court order or judgment relative to the custody of the student that either indicates that the requesting parent is eligible to receive access as set forth in 603 CMR 23.07 (5) (a), or a certified copy of a court order specifically ordering that the student records be made available to the non-custodial parent, and
- an affidavit from the non-custodial parent that said court order or judgment remains in effect and that there is no temporary or permanent order restricting access to the custodial parent or any child in the custodial parent's custody.

Additional information regarding these state regulations may be obtained from the guidance office.

According to Public Law 107-110 (H.R.1) Section 9528, the school shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings. Parents/guardians have the right to deny this access by written request to the guidance office.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended P.L. 103-382, 1994
M.G.L. 66:10 71:34 A, B, D, E, H
Board of Education Student Record Regulations adopted 2/1077, June 1995 as amended June 2002.
603 CMR: Dept. Of Education 23.00 through 23:12 also

Mass Dept. Of Education publication Student Records; Questions, Answers and Guidelines,
Sept. 1995

CROSS REF: KDB, Public's Right to Know

Original adoption: May 29, 2007
First Reading revision: September 10, 2007
Second Reading: September 24, 2007
Proposed Adoption: October 9, 2007
Proposed Reconsideration Date: October, 2012

Hull Public Schools

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with either the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures. Awarding of the photographic services shall be conducted through bidding procedures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents on a voluntary basis. The building Principal or his/her designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs.

The purpose of the policy is to:

1. Enhance the safety of students through visual identification in an emergency situation;
2. Facilitate the social, educational, and administrative activities conducted in the school;
3. Provide a service to parents and students; and
4. Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building Principal.

Original adoption: January, 1996

First Reading 2007 revision: April 11, 2007

Second Reading: April 23, 2007

Proposed Adoption: May 14, 2007

Proposed Reconsideration/Revision Date: May, 2012

Hull Public Schools